

## Introduction to the DPAS Inventory Management Training/User Manual

The purpose of this manual is twofold. First to provide guidance in developing, planning and implementing an effective and efficient inventory management program. Second, to provide a training and user aid to facilitate the step-by-step inventory management processes using the Defense Property Accountability System (DPAS).

Throughout this manual, you will find guidance and direction, informative description, and the actual steps necessary to plan, schedule, generate and record property inventories. This process is vital to property managers and custodians throughout the Department of Defense (DOD) to ensure improvement in property management plan accuracy.

The Table of Contents will guide you through this manual and topics available to you in each chapter of the manual. If at any time you have questions or concerns, contact the Help Desk assigned to your organization.

### **"Quality Customer Support is Our Primary Goal."**

#### **Credits and References:**

1. ASTM International Publications E 2131-02, E 2132-01, E 2135-01
2. National Property Management Association Publication (NPMA Manual, ISBN 0-9711728-1-1, 1999 Edition)
3. GAO Executive Guide, GAO-02-447G, Mar 02
4. DOD Instruction Number 5000.64, 13 Aug 02
5. AR 710-2, 31 Oct 97
6. SECNAVINST 7320.10 (N41), 1 Aug 01
7. DPAS User/Training Manual (Current Edition)

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**June 2004**

